

AGENDA
CRAWFORD COUNTY BOARD OF COMMISSIONERS MEETING

December 10, 2025 ~ 9:30 am

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1. PLEDGE OF ALLEGIANCE

2. APPROVE THE MINUTES FROM THE FULL SESSION MEETING ON NOVEMBER 26, 2025.

3. APPROVE THE MINUTES FROM THE WORK SESSION ON DECEMBER 3, 2025.

4. APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF **\$TBA FOR THE PERIOD ENDING DECEMBER 9, 2025.**

5. EXECUTIVE SESSIONS: None

6. PUBLIC COMMENT: None

[\(Reminder the time limit for individual comment is 3 minutes; total comment period is 30 minutes. Anyone requesting to be placed on the Regular Meeting AGENDA must specifically state their topic and restrict their comments to the County matter that is on the published agenda items or that can be reasonably expected to be a future actionable item by the Board of Commissioners.\)](#)

7. CATA: [Tim Geibel](#)

A. Approval to re-appoint Jill Withey to CATA Board of Director Appointment for 5-year term

8. CCFLS: [Jessica Hilburn](#)

A. Approval of new 3-year terms (2026-2028) for board members whose terms are expiring at the end of 2025. The request is for the following seats:

1. Marc Ross- Benson Memorial Library
2. Fritz Kloecker- Meadville Public Library
3. Caro Thumm- Cambridge Springs Public Library

9. JPO: [Jen Obenrader](#)

A. Approval for the JCJC Juvenile Probation Services Grant in the amount of \$118,070.00 for the grant period of July 1, 2025 to June 30, 2026. This grant supports the Juvenile Justice System Enhancement Strategy initiative, as well as expected equitable compensation for JPO personnel

10. PUBLIC DEFENDER: [Wes Rowden](#)

A. Approve payment of the invoice for four Bestar Connexion 72W L-Shaped Desk with Hutch for \$3,906.12. This item will be reimbursed from the Indigent Defense Grant.

11. DISTRICT ATTORNEY: Paula DiGiacomo

- A. Approve the purchase of legal-size file folders and Crime Report Cards in the amount of \$2,409.95. This is a budgeted item

12. VOTER SERVICES: Jessalyn McFarland

- A. **RATIFY** the payment of \$6,375.00 to the Meadville Tribune for publication of the Election Notices published on October 15th and October 29th for the Municipal Election. This is to be paid with Election Integrity Grant funding.

13. PROTHONOTARY: Emmy Arnett

- A. Approve CountySuite: Civil Court Software Maintenance 2026, due 1/1/2026 in the amount of \$19,326.00 This is a budgeted item.

14. GIS: Janet Courson

- A. **RATIFY** the payment of invoices 10082501 and 10082502 to Civic Vanguard in the amount of \$14,190.00 for GIS Services. This is a budgeted item.

15. PUBLIC SAFETY: Greg Beveridge

- A. Approve the renewal of the annual NENA group membership at a cost of \$750.00. This is a budgeted expense.

16. CCCF: Jack Greenfield

- A. Approve invoice 062130 from CCAP for November 2025 membership billing in the amount of \$1,344.00.

17. HUMAN SERVICES: Sue Watkins

- A. Other:
 - 1. Allegheny College's Facilities Agreement for January 26th – 30th, 2026
- B. MH/ID/EI Contracts FY 25/26
 - 1. Erie Homes for Children and Adults, Inc. – Amendment C-1

18. IT: Tim Brown

- A. Request to purchase the yearly Proxy Pro License from Proxy Networks for \$2,914.38. This is a budgeted item.
- B. Request to purchase Park Place Hardware Support from Park Place Technologies for \$12,101.46. This is a budgeted item.
- C. Request to purchase Year 3 of Courthouse UPS Maintenance from Nationwide Power for \$2,364.96. This is a budgeted item.

19. APO: Trevor Oates

- A. **RATIFY** approval and signature to apply for the PCCD Grant Titled "Continuing County Adult Probation and Parole Grant" (old G.I.A.) in the amount of \$111,157.00. This is for Fiscal Year 2025 – 2026. This is a budgeted line item.

- B. **RATIFY** approval and signature to apply for the PCCD Grant Titled “Intermediate Punishment Treatment Program Funding” in the amount of \$270,000.00. This is for the money that supports our county program titled D&A RIP and provides dollars to offset a portion of our HA /EM staff. This is for Fiscal Year 2025-2026. This is a budgeted line item.
- C. Approval and signature to amend our current 9/6/2024 contract with SCRAM systems to include Continuous Alcohol Monitoring (CAM) and Remote Breath Pro (RBP) equipment to be utilized as a sentencing option for Crawford County Courts. The price points are set as follows: CAM: \$6.84/per day RBP: \$3.69/ per day

20. MAINTENANCE: Mark Phelan

- A. **RATIFY** approval of invoices from Courthouse Remodeling Project – Courtroom #3 - \$1,435.81
 - 1. Ace Contractor Center - \$1,295.02
 - 2. The Home Depot - \$140.79
- B. **RATIFY** approval to pay Scobell Company, Inc. for yearly Boiler Maintenance at Courthouse in the amount \$2,269.00
- C. **RATIFY** approval to pay Scobell Company, Inc. for new condensate tank and pump in the amount of \$2,932.60
- D. **RATIFY** approval to pay Suit-Kote Corporation for double seal coat done at the fairgrounds in the amount of \$3,904.45

21. COURTS: Heidi Shiderly

- A. **RATIFY** purchase of MDJ Titusville judicial robe from Oak Hill Cap & Gown for \$542.95.
- B. Approve 2026 NCRA memberships for Court Reporters Hoffman and Polach for \$330.00 each. 2026 budgeted item
- C. Approve 2026 PCRA memberships for Court Reporters Hoffman, Polach and Kupniewski for \$200.00 each. 2026 budgeted item.
- D. Approve cleaning contract for MDJ Titusville office with Chris Knight Cleaning Services for \$150.00/week.

22. PLANNING: Samantha Travis

- A. Request approval to pay invoice #1268395 from Michael Baker International for \$4,700.00 for professional services provided for the County Recreation Entity Study. This is a non-budgeted item. It is to be paid from the DCNR Peer-to-Peer grant.
- B. Request approval, through resolution, of the appointment of Ms. Kristin Hauser of West Mead Township to continue to serve on the Crawford County Planning Commission through a four-year term to expire on December 31, 2029.
- C. Request approval, through resolution, of the appointment of Ms. Jessica Hilburn of Hydetown Borough to continue to serve on the Crawford County Planning Commission through a four-year term to expire on December 31, 2029.

23. SHERIFF: Dave Powers

- A. Approve 2026 Software Maintenance Agreement with Teleosoft in the amount of \$7,879.00
- B. **RATIFY** purchase of ViewSonic Projector in the amount of \$549.98
- C. **RATIFY** approval to purchase (4) - 225/65R17 tires for the minivan. Total amount \$583.96

24. FINANCE: Stephanie Franz

A. Approve the following:

1. Crawford County HS - 2025 Prior Year FY23/24 Revision #4 MATCH \$ 950.00
2. Crawford County HS - 2025 Q1 FY25/26 MATCH \$20,578.61
3. Crawford County HS - 2025 Q4 FY24/25 Revision #2 MATCH \$11,196.00
4. CHS #193 - MATP Q1 FY25/26 Trip Reimbursement \$61,436.00
5. Tyler Technologies - Control Point 1: Initiate & Plan Stage Acceptance for Signature
6. Tyler Technologies - Project Management Professional Services \$16,200.00

25. HUMAN RESOURCES: Brittany Johnston

- A. Approve payment to Crown Benefits Administration for runoff health insurance in the amount of \$227.88.
- B. **RATIFY** the 2025 PCOMP Safety Improvement Grant Application for \$35,000.00
- C. **RATIFY** the 2025 PCOMP Wellness Improvement Grant Application for \$5,000.00

26. COMMISSIONERS: Brittany Johnston

- A. Approve ½ day on December 24, 2025 for Christmas Eve.
- B. Request approval of a resolution requesting a Statewide Local Share Assessment grant of \$1,000,000.00 from the Commonwealth Financing Authority to be used for the construction of a senior center in Cambridge Springs Borough.

27. NEW HIRES/TRANSFERS:

28. COMMISSIONER'S INFORMATION AND UPDATES:

Work Sessions will be held on the 1st and 3rd Wednesdays of each month at 9:30 am in the Commissioners Conference Room and Full Meetings will be held on the 2nd and 4th Wednesdays of each month at 9:30 am in the Assembly Room. Any adjustments to the schedule will be advertised in advance in the Meadville Tribune along with notification on the preceding agenda with the exception of emergency changes.

2025 Upcoming Events:

December 17, 2025- Work Session

December 24, 2025- Full Session

December 25 & 26- CLOSED-Christmas

December 31, 2025- Reconvene Meeting

COMMISSIONER COMMENTS:

ADJOURN: